FIRST THINGS FIRST NOTICE OF RENEWAL CONSIDERATION

TO: First Things First Grantees

FROM: Annette Garcia
             Financial Specialist

RE: Renewal Information

DATE: March 13, 2012

Your current grant program is approaching renewal consideration from First Things First Gila Regional Partnership Council.

Receipt of this packet does not guarantee renewal of your agreement; it indicates that you are eligible for renewal consideration. First Things First may award programs based on a number of factors including past performance and response to this renewal package.

Should you be renewed, you will continue to be responsible for adherence to the terms and conditions as set forth in the original Request for Grant Application (RFGA) or grant agreement. This includes adherence to the appropriate standards of practice, program and financial requirements, and timely submission of data, narrative, and financial reports.

Attached please find the Renewal Package for First Things First Grant Programs. The Renewal Package Cover Page includes information on the following Attachments:

- **Attachment A** – Narrative response to First Things First questions related to implementation and data collection
- **Attachment B** – Implementation Plan
- **Attachment C** – Budget and Budget Narrative
- **Attachment D** – Key Personnel
- **Attachment E** – Disclosure of Other Funding
- **Attachment F** – Standard First Things First Information Form and Authorized Renewal Submission Signature

Once renewal applications are submitted and reviewed, recommendations for funding will be made to the Gila Regional Partnership Council and Board of First Things First. First Things First staff may contact you for clarifications prior to making recommendations to the Regional Partnership Council and/or Board of First Things First. Contracts will be in effect from July 1, 2012 through June 30, 2013. All other rules and regulations, and special terms and conditions from awarding RFGA or grant agreement will remain in effect for the contract period.

Renewal applications must be *received* by **April 4, 2012 by 3:00 pm** and submitted to me via email, by mail to 4000 N. Central Avenue, Suite 800, Phoenix, AZ 85012 or by fax (602)265-0009. Please contact me if you have any questions at angarcia@azftf.gov or by telephone at 602-771-5089.

Thank you and I look forward to reviewing your renewal package.

First Things First
Grant Renewal Package Instructions
July 1, 2012 – June 30, 2013

<u>Renewal Instructions</u>

Your First Things First grant is eligible for a program renewal by extending the current grant award from July 1, 2012 through June 30, 2013. Programs proposed for 2012-2013 cannot be different in scope than the current grant award.

Grantee Name:	Gila County Library District
First Things First Award Number:	FTF-RC004-11-0272-01-Y2
Strategy Name:	Parent Education Community-Based Training
Data Template(s) Assigned:	• Parent Education Community Based Training
Renewal Funding Eligible Amount:	$85,000

The renewal package does include narrative information as well as required forms as outlined in the following attachment sections:

Program Implementation Narrative: *(Attachment A)* Please provide a narrative response to the questions found in this Attachment.

Program Implementation Plan: *(Attachment Form B)* Please provide an updated implementation plan for your program for 2012 - 2013. The implementation plan should be related to the originally approved program activities, tasks, data collection, data submission, and process. Please use any necessary narrative to further describe your program implementation (Question 2).

2012-2013 Budget Forms *(Attachment C – must include line item budget and narrative):*
- Line Item Budget Form
- Budget Narrative Explanation

Key Personnel/Staff Overview: *(Attachment Form D)* Please list all staff that will be paid from this grant

program during the 2012-2013 grant cycle. This should match your line item budget and budget narrative. Submit resumes and/or staff change notification forms for new staff or those that have not yet been submitted to First Things First previously. The staff change notification form is located under the Grantee Resources folder on the PGMS home page.

Disclosure of Other Funding Sources (Attachment E) – List any other funding utilized for this program administered by your agency.

First Things First Standard Information and Authorized Signature *(Attachment Form F):* Please complete all three sections detailing:

- The legal applicant
- The main, program, financial and evaluation contact information – these contacts should be what you want identified for this grant award in First Things First's Partner Grant Management System (PGMS)
- The program *Target Service Unit(s)* assigned for the strategy by First Things First and your implementation *Target Service Number(s)* to be served/completed in 2012-2013.
- The program description – brief summary to be used for public descriptions of First Things First funded programs
- Authorized Renewal Submission Signature

Standards of Practice Updates: Any updates to the Standards of Practice related to the scope of work for your award can be found when you log into Partners Grant Management System (PGMS) under Grantee Resources. Updated Standards of Practice are part of the requirements for the award and implementation of your grant program. Please take a moment to make sure you have reviewed the latest Standards of Practice. The Standards of Practice represent First Things First's intent for the implementation of this strategy. Grantees that cannot meet the identified standards must state so clearly in writing and justify the reasoning, and identify how the grantee is moving toward meeting the standard. First Things First will respond as to whether a waiver of any part of the Standards of Practice shall be approved.

Model Programs that Require Certification and Accreditation: It is the grantee's responsibility to maintain accreditation/certification with national program models. Grantees are to include staff training, program model accreditation/certification and quality assurance and evaluation costs in budgets, as needed. Programs will need to refer to their National office and/or administrative home for cost information, if applicable.

Compliance with State and Federal Law: As a reminder, all other state rules, regulations, and special terms and conditions will remain in effect for the contract period. This renewal application information becomes part of the agreement and expectations for program implementation and performance. A complete listing of the state uniform terms and conditions can be found via the State Procurement Office website at: http://spo.az.gov/Admin_Policy/SPM/Forms/default.asp. Additionally, First Things First will post any important grantee requirement and updated Communications Protocol information under the Grantee Resources section of PGMS.

Grantees must maintain compliance with the Federal Immigration and Nationality Act (FINA) and all other federal immigration laws and regulations related to the immigration status of its employees. These warranties shall remain in effect through the term of the agreement. Grantees will also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act for all employees performing work under the agreement. I-9 forms are available for download at USCIS.GOV.

First Things First may request verification for any Contractor or subcontractor performing work under the agreement. Should FTF suspect or find that a grantee is not in compliance with state or federal laws, First Things First may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the agreement for default and suspension and/or debarment of the grantee. All costs necessary to verify compliance are the responsibility of the grantee.

Data Security: All grantees must have a data security policy in force, which identifies how the organization ensures that data is protected in all its forms, during all phases of its life cycle, from inappropriate access, use, modification, disclosure, or destruction.

All grantees subject to HIPAA, FERPA, GITA, or other data regulation, are required to submit and maintain those approvals for all data. If HIPAA, FERPA or other data regulation requires that participating individuals give consent to data collection on their person and if in the course of regular data submissions to FTF such data will be provided to FTF, submission of personal data to FTF must be reflected in all data regulation documents.

Program Performance: First Things First provides program information to the public, Regional Partnership Councils, and the Board of First Things First. The information regularly provided to the Regional Partnership Councils and Board of First Things First will include proposed renewal information, submission of data related to performance measures and target service units, prior program implementation performance information, program narrative information, and financial information. Regional Councils utilize this information as part of the elements necessary to continue strategic planning that is demonstrated in priorities for annual Funding Plans, renewal decisions, development of new or modified strategies, review of the impact that program implementation has had in the region and state as well as achievement of system building.

Renewal Package Due Date: Renewal Package must be *received* by *April 4, 2012 at 3:00 p.m.* and submitted via mail, fax or email to:
    Annette Garcia
    Financial Specialist
    angarcia@azftf.gov
    602-771-5089
    (602) 265-0009 (Fax)

Please contact your assigned Finance Division staff member if you have any questions about your Renewal Package.

Attachment A

Program Implementation Questions

Please provide a narrative response to the questions below. To ensure that you are not changing the scope of work of your original grant, you must use the same programs and/or strategies as described in your original proposal, unless you have obtained prior approval. *(Gila County Library District Responses are in Italics)*

1. (Complete A, B, and/or C as appropriate) *There were no modifications necessary*

    a) If your program received approved modifications, please describe those modifications and how they will continue to be implemented in 2012-2013.

    b) If you have proposed modifications moving forward, please describe how they will enhance program implementation and/or why they are necessary for the program to be successful in 2012-2013.

    c) If there were no modifications or no planned modifications, please indicate no modifications necessary.

2. Please provide a brief narrative description of your proposed program that will be implemented in 2012-2013. This description should match information provided in your Implementation Plan (Attachment B) and explain anything from the Implementation Plan needing additional description.

    Continue the early literacy program that provides training to parents about the importance of early literacy development for young children, birth through age five, by using Brain Boxes in children's programming in all public libraries. Persist in partnerships with WIC Clinics, Family Crisis Shelters, and Pregnancy Clinics in order to reach more parents with the message of the importance of early literacy. Existing Library District and local library staff will provide any additional training for new staff / volunteers on both the early literacy program and the incorporation of Brain Boxes in the programming at the various locations where they are on loan. As an incentive and reward for learning about the importance of early literacy, each month, each child enrolled in the early literacy program will continue to receive a book in the mail addressed to the child until they reach the age of five.

    Library District staff will continue to provide training to the Community Liaisons, as well as to the local library staff and other partners within our program. We plan to expand our partnerships to include the Gila County Probation Department in a effort to reach parents and families not currently being served. Library District Staff are presently updating the CD that plays in the Globe WIC waiting room that presents information on the importance of early language and brain development, promotes early literacy efforts and prompts parents to ask WIC staff about the program.

3. Please describe the locations within the region in which you plan to deliver program services in 2012/2013 implementation.

   We plan to target all communities within the Gila Regional Service Area which include, but are not limited to Gisela, Globe, Hayden, Miami, Payson, Pine, Roosevelt, Star Valley, Strawberry, Tonto Basin, Winkelman and Young.

4. Please include in your implementation plan, the use of staff and/or consultants that will provide outreach in the various communities in the region to reach children and their families that have not previously been reached through the current program . Do you plan to continue the advocacy-outreach consultants in 2012-2013? If so, please provide information on the outreach plan and the roles of consultants.

   Gila County Library District will hire four to six local outreach/community liaison advocates, on a temporary part-time basis to provide parent training and increase enrollment in the program in each community . Community Liaisons will report directly to the County Librarian which will allow for direction and guidance, as well as foster a unified approach.

5. Please describe the barriers to full implementation in the prior year, and how you plan to address those barriers in SFY13 implementation.

   Barriers in this past year have been the implementation of the MOU's (contracts) with the community friends groups. We found that just getting the ball rolling, meeting agenda deadlines, getting Board Approval, getting approval from the local agencies, and finding the right person for the right fit in each community took more time than anticipated. In Tonto Basin for example, we found a well qualified local advocate, and then she moved from the area before we had a contract in place with the Tonto Basin Library, which delayed our implementation in that community.

   In Fiscal Year 13 the Library District plans to hire the Community Liaisons through Gila County on a temporary part time basis. This will give the district more control over how, when and where the liaisons spread the word about early literacy.

6. Please describe current and ongoing plans for data collection and submission, including how your program is using data to promote optimal service and ongoing improvement.

   The Library District will use the data in the table below to to concentrate on families that have not been reached.

Target Areas	New Census Data Birth to 5 yrs.	Enrollments in Imagination Library	Target Population Reached
Globe/Miami	1101	648	59%
Hayden/Winkelman	78	66	85%
Payson/Star Valley/Gisela	953	438	46%
Pine/Strawberry	55	37	67%
Tonto Basin/Roosevelt	108	38	35%
Young	17	19	112%
Total Gila County	**2319**	**1380**	**60%**

District staff will continue to enter the registration form information in the Dolly Parton Imagination Library System as they are collected by the Community Liaisons, as well as maintain the database. Every month the System releases a NCOA (National Change of Address) report. This report notifies the District which children have moved. The downloaded report lists all the child's contact information along with a information regarding whether or not a book has been mailed out to the child. District Staff will attempt to contact the parents to verify the correct address. If contact cannot be made, the child is removed from the list to prevent further mailings, since books mailed from a non-profit organization cannot be forwarded by the US Postal Service.

The Library District plans to continue the Kindergarten Survey, which utilizes an Evaluator to collect data from all Kindergarten Teachers in the service area regarding incoming students reading readiness abilities.

Plans for FY 2013 include continuing with the end of the year program survey that will be mailed to the parents/caregivers of the children enrolled in the program. Staff will use the enrollment date of February, since those families will have received at least two books prior to the survey being mailed. Library staff will continue to compile the survey results, along with comparisons to prior years, and include those results in the final quarterly report for FY13.

Attachment Form B

2012 – 2013 Implementation Plan

Activities	Task	Person Responsible	Date Task Will Be Completed/Timeline	Support Documentation
Hire Community Liaisons & Evaluator(Survey taker)	Recruit Liaisons & Evaluator	Jacque Griffin/Gila CountyHR Dept.	June 2012	
	Hire Liaisons &Evaluator		July 2012	Online applications
	Add new staff to FTF PGMS	Mary Stemm	July 2012	Filed with FTF PGMS
Promotion of Early Literacy Programming in Gila County Registration of Children into Imagination Library	Mandatory meeting between GCLD Library Staff, Evaluator and Liaisons to plan the promotion of Early Literacy Programming	Jacque Griffin	July 2012	Sign-up Sheet will be utilized
	Register Children for Imagination Library	Community Liaisons	July 2012 through February 2013	Registration forms will be turned over to Mary Stemm for input in IL System
	Locate Venues for Reaching Children Whose parents don't come to library	Community Liaisons	July 2012 through February 2013	Liaisons will report to Mary Stemm for quarterly narrative.
Input Imagination Library Registrations into Dollywood Foundation Site	Data Input for new registrations	Mary Stemm	Monthly	Found on IL System online
	Data updates for change of address	Mary Stemm	Monthly	Handled online through IL System

		Mary Stemm	Monthly	Monthly reports online at first of each month.
Invoicing	Process invoices for book orders from Dollywood Foundation Imagination Library	Mary Stemm	Monthly	Filed with Gila County Finance Department
	Process all other invoices for Early Literacy programming	Mary Stemm	As the need arises	Filed with Gila County Finance Department
	Input Paid Invoices to First Things First	Mary Stemm	Monthly	Filed with FTF PGMS
Data / Narrative Reports	Report Trainings to District Staff	Liaisons	Monthly	Email Mary Stemm
	Upload Data Report to FTF	Mary Stemm	Monthly	Filed with FTF PGMS
	Upload Narrative Report to First Things First	Mary Stemm	Quarterly	Filed with FTF PGMS
Evaluation	Poll Kindergartens in all public schools for number of children not prepared for enrollment.	Evaluator	August 2012	Keep on file in Gila County Library District Office and report to FTF PGMS
	Evaluate Survey Responses	Evaluator	September 2012	Email report to County Librarian and Mary Stemm
	Include Survey results in quarterly report	Mary Stemm	October 2012	Filed with FTF PGMS
Satisfaction Survey to Parents	Mail Survey to parents of children registered as of February 1st during 4th qtr.	Mary Stemm	April 2012	Copy of Survey on File in GCLD Office and report to FTF PGMS

	Receive surveys and report on results	Mary Stemm	June 2012	Include survey results in Final quarterly report to FTF PGMS

Early Literacy Training	Train parents/caregivers by attending parent meetings of various community entities during the year	Jacque Griffin, Mary Stemm, Community Liaison staff	As often as possible when the occasions arise	Filed with FTF PGMS Data Reports
	Train parents/caregivers by video presentation at WIC Clinics and take new registrations for Imagination Library	Jacque Griffin/WIC Clinic Employees	Weekly	Data reports and quarterly narratives to FTF PGMS
	Continue one on one training w/parents	Public Librarians, Community Liaison staff	Daily as the need arises	Filed with FTF PGMS quarterly reports

Attachment Form C

STANDARD LINE ITEM BUDGET INSTRUCTIONS

While you <u>must</u> use this format, you may reproduce it with Word Processing or Spreadsheet software. **Limit** your budget line items to the following categories: Personnel, Fringe Benefits, Professional Services, Travel, Pass-Through (i.e., Sub grants), Other Operating Expenses and Administrative/Indirect Costs and to the budget subcategories listed.

As shown, a line item budget justification for each component must be included and describe the procedure for determining the cost of budget categories in the budget narrative. Detail in the line item budget narrative strengthens the items requested in the line item budget by describing how the cost was determined, the benefit of the item to the program and the how the item is essential for the program's success.

Please keep in mind that requested funds must follow the original scope of work and must follow the basic guidelines for grantees related to allowability of costs that demonstrate reasonableness for the project and are necessary for the successful implementation of the program. Items described in a line item budget and in more detail in the budget narrative should describe how the costs were determined and the public purpose for the cost related to the project's implementation. Please assure that all requested funds follow these guidelines:

- Be necessary and reasonable for proper and efficient performance and administration of First Things First funds.
- Be authorized or not prohibited under State or local laws or regulations.
- Be consistent with policies, regulations, and procedures that apply uniformly to all costs charged and expended by the agency – consistent treatment of costs.
  - For example – a cost may not be assigned to another grant award as an indirect cost if any other cost incurred for the same purposes in like circumstances has been allocated to the First Things First award as a direct cost.
  - For example – a cost for a certain type of expense is charged one rate to another source of funding and a different rate to First Things First.
- Be determined in accordance with generally accepted accounting principles.
- Be adequately documented.

Attachment C – Line Item Budget

Budget Period: July 1, 2012– June 30, 2013

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	**$30,000.00**
Salaries	Community Liaisons	30,000.00	
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	**$**
Fringe Benefits or Other ERE			
PROFESSIONAL AND OUTSIDE SERVICES		Professional and Outside Services Sub Total	**$50,400.00**
Contracted Services	Dollywood Foundation Imagination Library Books	50,400.00	
TRAVEL		Travel Sub Total	**$1,435.00**
In-State Travel Out of State Travel	Community Liaison Outreach Travel	1435.00	
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	**$800.00**
Subgrants or Subcontracts to organizations/agencies/entities	Kindergarten Evaluator (Friends of Globe Library)	800.00	
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	**$2,365.00**
• Telephones/Communications Services • Internet Access • General Office Supplies • Food • Rent/Occupancy • Evaluation (non-contracted and non-personnel expenses) • Utilities • Furniture • Postage • Software (including IT supplies) • Dues/Subscriptions • Advertising • Printing/Copying • Equipment Maintenance • Professional Development/Staff Training • Conference Workshops/ Training Fees for Staff • Insurance • Program Materials • Program Supplies • Scholarships • Program Incentives	Postage for surveys Printing surveys 25 pkgs. Every Child Ready To Read Brochures	1386.00 284.00 695.00	1386.00 284.00 695.00
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	**$**
Equipment $4,999 or less in value			
Subtotal Direct Program Costs:			**$85,000**
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	**$0.00**
Indirect/Admin Costs		$	$0.00
Total		$	**$85,0000**

Attachment Form C *(Continued)*

BUDGET NARRATIVE EXPLANATION

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items. The budget narrative should explain the criteria used to compute the budget figures on the budget form (Attachment C Line Item Budget). Please verify that the narrative and budget form correspond and the calculations and totals are accurate. ***Please include one narrative for your Line Item Budget of 12 months. Limit your budget categories and subcategories to those listed.***

NOTE: Briefly highlight any changes to your budget from the previous Fiscal Year, particularly those line items where your budget has increased. If the total funds available under this contract have increased from the previous year, only one description of the sum of budget increases is needed.

Personnel Services: Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also, be sure to include the scheduled salary increases on the Budget Form.

Community Liaisons for 5 areas, Globe-Miami, Hayden-Winkelman, Payson-Star Valley, Pine-Strawberry, Tonto Basin-Roosevelt, and Young, will be hired on a temporary part-time basis by Gila County at a gross rate of $20.00 per hour for the county with $18.47 per hour for the employee after 7.65% for FICA and Social Security. (Tax to be determined by the employee).
Funds spent on each liaison will be determined by the percentage of the target population in each area.

Community Areas	New Census Data Birth to 5 yrs.	Percent	$
Globe/Miami	1101	40	12,000
Hayden/Winkelman	78	5	1,500
Payson/Star Valley	953	40	12,000
Pine/Strawberry	55	5	1,500
Tonto Basin/Roosevelt	108	5	1,500
Young	17	5	1,500

Total   ***$30,000***

Professional and Outside Services: If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. Explain how all contracts will be procured.

*Gila County Library District will continue to contract with the Dollywood Foundation Imagination Library to supply a book a month by mail to any child registered in the program. Rate of $28.00/year per child with a goal of 1800 (78%) = **$50,400.***

Travel: Separate travel that is in state and out-of-state. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel, the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). Applicants **must** use the State of Arizona Travel Policy limitations on rates for mileage, lodging, and meals (http://www.gao.az.gov/travel/ for both in state and out-of-state travel.

Travel monies will be set aside for the liaisons to travel from their communities to Globe in order to meet with the Gila County Library Director to complete plans for the awareness campaign and to insure that there is a unified message presented to the prospective parents/caregivers. Travel monies will also be reserved for travel for the liaisons to do outreach in their communities.

Travel for outreach 2,645.12 miles @ .44 ½ per mile = $1,177.00

Strawberry to Globe	*99.8*	*Round trip 199.6 @ .44 ½ per mile = $ 88.82*
Payson to Globe	*81.3*	*Round trip 162.6 @ .44 ½ per mile = $ 76.36*
Young to Globe	*66.9*	*Round trip 133.8 @ .44 ½ per mile = $ 59.54*
Hayden to Globe	*37.3*	*Round trip 74.6 @ .44 ½ per mile = $ 33.20*

(Totals rounded to nearest nickel)
Total **$1,435.00**

Aid to Organizations or Individuals: In the event that this includes collaboration and the contract will be utilizing other sub grantees or subcontractors to perform various components of the program, include a list of sub grantees, programmatic work each sub grantee will perform, and how costs for each sub grantee are determined.

Funds will be distributed to the Friends of the Globe Library to contract with an evaluator at the rate of $20.00 hour in order to conduct a survey of all the Kindergarten teachers at all the schools to find out how many children entered school in August 2012 unprepared for reading readiness. $800.00 is set aside for this.

Total for this line item is $800.00

Other Operating Expenses: Explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. All items should be categorized in the following categories: Telephones / Communications Services, Internet Access, General Office Supplies, Food, Rent/Occupancy,

Evaluation (non-contracted and non-personnel expenses), Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Equipment Maintenance, Professional Development/Staff Training, Conference Workshops/ Training Fees for Staff, Insurance, Program Materials, Program Supplies, Scholarships, and Program Incentives

Product Name: Every Child Ready to Read, Second Edition Brochure (pack of 100)
Unit price: $30.00
Quantity: 25
Subtotal: $750.00
Shipping: $20.00
PLA Membership discount: ($75.00)
Total: $695.00

Postage for 1800 surveys (letters and return address postcards) for parents estimated at $1386.00

Printing for 1800 4th quarter surveys to parents (includes letters to parents, postcard surveys, and envelopes) estimated at $284.00

Total   **$2,365.00**

Attachment Form D

KEY PERSONNEL OVERVIEW

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: *Deborah Leverance* Title: *Evaluator/Surveyor* FTE on this project: *.02*	*Technology Integration Specialist, July 2011 to present ; Teacher, August 2009 to June 2011 ; Holy Angels School Principal, 2005 to June 30, 2009 ; Assistant Principal, 2000 to 2005 ; Liberty High School Instructor, 2000 to 2005 ; Holy Angels' Teacher, 1995 to 2005*
Name: *TBA* Title: *Hayden/Winkelman Community Liaison* FTE on this project: *.05*	*Community outreach for Hayden Public Library ; Hayden / Winkelman Area Community Liaison*
Name: *TBA* Title: *Young Community Liaison* FTE on this project: *.05*	*Community outreach for Young Community Area*
Name: *TBA* Title: *Payson Community Liaison* FTE on this project: *.40*	*Community outreach for Payson/Star Valley*
Name: *TBA* Title: *Pine/Strawberry* FTE on the project: *.05*	*Community outreach for Pine/Strawberry*
Name: *TBA* Title: *Globe/Miami Community Liaison* FTE on this project: *.40*	*Community Liaison for Globe/Miami/Wheatfields*
Name: *TBA* Title: *Tonto Basin Community Liaison* FTE on this project: *.05*	*Community outreach for Tonto Basin/Gisela/Roosevelt*

*In addition to this overview, please attach a resume (for current personnel if not previously submitted to First Things First) or a job description (for positions to be hired and not previously submitted to First Things First) for the key individuals involved in the project.

Gila County Library District
Job Title
Early Literacy Community Outreach Liaison
Temporary Part-time

JOB SUMMARY

The primary responsibilities of the individual in this position are to develop and coordinate outreach activities for early literacy promotion to parents of children ages birth to five years. This includes taking the early literacy experience to populations that do not have direct access to a library facility, promoting library services and resources to community groups, with an emphasis on early literacy and reading.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. *Maintains patron confidentiality in compliance with Arizona state law.*
5. *Conducts early literacy outreach for parents/caregivers of children, birth to five years.*
6. *Develops and implements a plan for providing outreach services for assigned areas of Gila County by working closely with the County Librarian.*
7. *Works with schools, daycares, WIC, Head Start, teen parenting groups, Boys & Girls Club, and other community organizations that serve children to promote Early Literacy. The critical age group of focus is on birth to five years.*
8. *Is aware of other community entities providing services to children and coordinates activities as appropriate. The focus is on entities that provide service to birth to five years of age.*
9. *Seeks out opportunities and makes early literacy presentations to community groups. Focus on groups that include target populations.*
10. *Works closely with the County Librarian planning distribution of informational early literacy brochures and registers children for the Imagination Library Book Program.*
11. *Prepares monthly reports and forwards as directed.*
12. *Performs other related and necessary duties as assigned.*

REQUIRED CERTIFICATIONS, SKILLS AND ABILITIES

- *Must have a current driver's license valid in the State of Arizona and a vehicle to do site visits.*
- *Education and/or experience in early literacy programming.*
- *Proficiency with word processing and email.*
- *Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks*

REPORTING RELATIONSHIPS

Reports to: County Librarian, Library Assistant Senior

Deborah Diana Leverance
654 North Cochise Street
Globe, Arizona 85501
928-701-2580
dleverance@gmail.com

EDUCATOR EXPERIENCE

Technology Integration Specialist, July 2011 to present

Gila County Education Service Agency, Facilitate the effective training of Gila County teachers in the area of the integration of educational technology.

Teacher, August 2009 to June 2011

Southern Gila County Preparatory Academy, Research, develop and deliver higher level curriculum units for classes of
highly-motivated students in grades three through eighth. Work with teachers throughout the county to suggest and facilitate implementation of effective classroom strategies, simplify access to a variety of standard-enhancing resources
and working with teachers exploring alternative approaches to meeting the needs of challenging students.

Principal, 2005 to June 30, 2009

Holy Angels School, private school community with 150 students in grades pre-kindergarten through eighth.

Assistant Principal, 2000 to 2005

Holy Angels School, Responsible for curriculum review, professional development, grant writing, technology planning and implementation, oversight of school improvement process, school emergency planning.

Evening Instructor, 2000 to 2005

Liberty High School, Worked alone in the evening program for students who could not adjust to daytime classes due to
behavior issues, parenting obligations, or because of participation in the work/study program, Responsible for transcript analysis for new students, course design to meet student needs and state standards, Monitored and recorded student progress and developed community resources to provide variety and motivation.

Teacher, 1995 to 2005

Holy Angels School, Sixth grade homeroom, math teacher grades 5 - 8. Student Council Advisor, Science Olympiad Coach, Chair of two Accreditation/Self-evaluation teams, (1996, 2002) Special Education and federal programs teacher/coordinator

Teacher, 1994 to 1995

Saint Charles Mission School, Kindergarten

Substitute Teacher, 1993 to 1994

Globe and San Carlos School Districts

Library Assistant and Chapter I Clerk, 1993 to 1994

Holbrook School District

EDUCATION AND PROFESSIONAL DEVELOPMENT

Differentiated Instruction: It's Not Your Average Process, Participant, 2009, 2010

Masters of Education in Catholic School Leadership, Marymount University, 2008

National Board Teacher Certification, Middle Childhood Generalist, 2002

Northern Arizona University, Special Education Certification training, 2002

Arizona School Service through Educational Technology, Master Teacher Training, 2001

Bank of America Exemplary Teachers for Arizona, Arizona State University, 1999 - 2000

Environmental Protection Agency Institute for Teachers, Morgan State University, 1998

Prescott College, Elementary Education, Teacher certification program, 1995, 4.0 GPA

University of Arizona, Literature for Adolescents, 1992

Northern Arizona University, **B.S., Business Administration, Management, 1983, Magna cum Laude**

Attachment E

DISCLOSURE OF OTHER FUNDING SOURCES

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding <u>for the funded program*</u>. Statute ARS 8-1183 provides for a prohibition on <u>supplanting</u> of state funds by First Things First expenditures, meaning that no First Things First monies expended are to be used to take the place of any existing state or federal funding for early childhood development and health programs.

Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Funding (Federal, State, local, other)	Received From	Amount	✔ If used for match on this grant
N/A No additional funding is included in this program			
TOTAL:		$ 0.00	

*Should include only those funds that will support the program detailed the awarded First Things First grant award

Attachment Form F

FIRST THINGS FIRST STANDARD INFORMATION FORM AND AUTHORIZED RENEWAL SUBMISSION SIGNATURE

A. Agency Information:

Program Name (if applicable) <u>First Things First Community Based Early Language and Literacy</u>

Agency <u>Gila County Library District</u>   Contact <u>Person Jacque Griffin</u>

Address <u>Guerrero Building</u>   Position <u>Library District Director</u>

Address <u>1400 E Ash St</u>   Email <u>jgriffin@co.gila.az.us</u>

City, State, Zip <u>Globe, AZ 85501</u>   Phone <u>928-402-8770</u> x_____ Fax <u>928-425-3462</u>

County <u>Gila</u>   Employer Identification Number: <u>86-6000444</u>

Agency Classification: _____ State Agency __X__ County Government _____ Local Government _____ Schools _____ Tribal

_____ Faith Based _____ Other

If any of your agency's vendor information has changed, an updated Substitute W-9 Form is necessary to change payment information.
http://www.gao.az.gov/onlineforms/forms/AZ_subw-9_010410.pdf

In which Congressional (Federal) District is your agency?   Enter District # ___1___
http://www.azredistricting.org (click on Final Maps)

In which Legislative (State) District is your agency?   Enter District # ___6,8___
http://www.azredistricting.org (click on Final Maps)

Approximately how much FEDERAL funding (from a Federal Source) will your organization expend in your current fiscal year?

$_____0.00_____

What is your organization's fiscal year-end date? _____June 30_____

Accounting Method: _____ Cash __X__ Accrual

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? Ⓨ N

Please provide contact information of the audit firm conducting your audit:

Agency <u>Criston Larson Allen LLP</u>

B. Proposed Program Information / Description:

Amount requested: _$85,000_

Service area of proposed program: _The communities of Gila County and Tribal Lands including the Tonto apache Tribe, not including the portion of the Fort Apache Indian Reservation within Gila County, and not including the portion of the San Carlos Apache Indian Reservation with Gila County_

Target population of proposed program: _2321 (children birth to 5 years) per 2010 U.S. Census Data_

Target Service Unit(s) – Lead First Things First Strategy - Parent Education Community-Based Training

These are the assigned Target Services Units for your primary strategy award from First Things First. Please indicate the Target Number for each Target Service Unit(s) for the 2012 – 2013 implementation period.

Important Items to NOTE:

> If you are providing a Target Service Unit different than your FY 12 contracted number (greater or less) please provide a brief description explaining why the change after each TSU that is different than FY 12 numbers.
> If you are not providing services for a particular Target Service Unit within the assigned Strategy please indicate with "NA". Indicating with a "0" indicates that you are providing services but anticipate serving "0" services for that Target Service Unit(s), NA indicates you are not providing services for that Target Service Unit(s).

IMPORTANT: Please find the full listing of First Things First Target Service Unit descriptions loaded in PGMS under Grantee Resources within a folder called Target Service Units.

Number of participating adults: _900_
Number of books distributed: _21,600_

Contact Information

We strive to make sure our Partners and Grant Management System (PGMS) is always updated with the correct program contact information. Please provide us with updated contact names, addresses, phone numbers, fax numbers, email addresses, etc .for the four (4) designated contact areas in PGMS and we'll confirm the information to be correct in PGMS. Thank You!

Main Contact Information – This should be information for the person designated as the Main contact for this grant award.

Contact Person ____Jacque Griffin_____

Position ___Gila County Library District Director_____

Address ___1400 E Ash St._____

City, State, Zip _____Globe, AZ 85501_____

Email___jgriffin@co.gila.az.us_____

Phone ____928-402-8770_____x_____Fax__928-425-3462_____

Program Contact Information – This should be information for the person designated as the Program contact for this grant award.

Contact Person _____Mary Stemm_____

Position ___Library Assistant Senior_____

Address _____1400 E Ash St._____

City, State, Zip ____Globe, AZ 85501_____

Email_mstemm@gcldaz.org_____

Phone _928-402-8768_____x_____Fax__928-425-3462_____

Financial Contact Information – This should be information for the person designated as the Financial contact for this grant award.

Contact Person _____Mary Stemm_____

Position ___Library Assistant Senior_____

Address ____1400 E Ash St._____

City, State, Zip ____Globe, AZ 85501_____

Email_mstemm@gcldaz.org_____

Phone _928-402-8768_____x_____Fax__928-425-3462_____

Evaluation Contact Information – This should be information for the evaluation contact person within the grant awarded.

Contact Person _____Mary Stemm_____

Position ___Library Assistant Senior_____

Address ____1400 E Ash St._____

City, State, Zip ____Globe, AZ 85501_____

Email_mstemm@gcldaz.org_____

Phone _928-402-8768_____x_____Fax__928-425-3462_____

D. Proposed Program Information / Description:

Please make sure the description provided is current and accurate. This program information and description is the public summary First Things First uses to describe your program.

Please provide a **brief** description of the **proposed program** in one or two paragraphs.

Program Description:

Continue expanding the existing "Every Child Ready to Read" early literacy program that provides training to parents about the
importance of early literacy development for young children birth through age five.

As an incentive and reward, each month, each child whose parents enrolled in the early literacy program will receive a book in the mail
addressed to the child.

E. Authorized Approval and Signature for Renewal Package

Authorized Signature for submission of renewal package including all Attachments and Response to Renewal Questions. This signed submission of renewal package continues the terms, conditions, amendments, standards of practice, target service units, and data, narrative and financial reporting requirements provided by First Things First for this grant award within this document, the original RFGA/agreement and all clarifications.
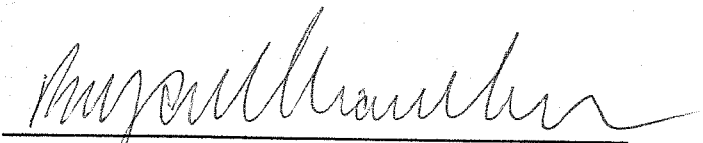
Authorized Signature: _____ Date: 4/17/12

Tommie Cline Martin
Chairman, Gila County Library District Board of Directors

Approved as to form

_____
Bryan Chambers
Chief Deputy, Gila County Attorney